Self Service Time and Attendance (SSTA): Reported Timesheet: Manually Reporting Excess Work Hours:

Important Reminders:

- Some employees are setup by their Human Resources/Payroll Department to earn overtime, comp time, or unbudgeted (uncompensated) hours as a default when you report hours in excess of your schedule. If you are unsure of how you should report excess hours, please contact your agency Human Resources/Payroll Department.
- If you wish to report comp time earned and overtime hours in the same week, you will need to manually report your excess hours on the timesheet.
- This job aid will focus on the <u>manual entry</u> of overtime and/or comp time hours.
- Employees who are not eligible to earn comp time or overtime will report their hours worked- but will only be compensated for their scheduled hours.
- The deadline for time reporting is each Thursday at 5:00PM.

Step	Action
1.	Log into SSTA using your user ID (employee ID) and password.
2.	From the SSTA homepage, click on the **SELF SERVICE** link located in the menu box.
3.	You will arrive at the **SELF SERVICE** page. Click on the **TIMESHEET** link to access your timesheet.
4.	Your timesheet will be displayed.
5.	Locate the row for the day you were approved to work overtime or earn comp time.
6.	Click on the **ADD A ROW (+)** icon. A row must be added for each TRC used.

Step	Action
7.	In the **TRC** column, click on the magnifying glass icon in the new row for the day you earned comp time or overtime. This will display the **LOOK UP TRC** table. Scroll through the table of information and click on the time reporting code you wish to use.
8.	Enter the number of hours of overtime worked or comp time earned in the new row on the appropriate day. Reporting overtime and comp time is different than reporting leave. Use the table below for further clarification: **Comp Time:** **Total Hours Worked:** **Use this TRC:** 37.5-40 hours: Comp Time Earned (COM) 40+ hours: Comp Time Earned (COM)* *If you work 40 or more hours you must manually calculate the comp time hours earned by 1.5 to account for accrual at time and a half. Example: If an employee earned 44 hours of comp time, the employee should report a total of 8.5 hours of comp time earned (2.5 hours earned at straight time + 6 hours (4 hours*1.5) = 8.5 hours).* **Overtime:** **Total Hours Worked:** **Use this TRC:** 37.5 hours – 40 hours: Overtime Straight (OTS) 40+ hours: Overtime Premium (OTP) Part time employees should claim extra hours worked as comp time or overtime straight until reaching 40+ hours.
9.	Repeat steps as necessary for each day you earned comp time or overtime.
10.	If your timesheet is accurate, click on the **SUBMIT** button.
11.	The **SUBMIT CONFIRMATION** page will display. By clicking the **OK** button on this page, you are certifying your attendance record.
12.	Review your **REPORTED HOURS** and **SCHEDULED HOURS** information above your timesheet. Notice that your **REPORTED HOURS** are greater than your **SCHEDULED HOURS** because overtime and or comp time has been reported.

Step	Action
13.	Review **the REPORTED HOURS SUMMARY** table for accuracy. Days that you report less than or more than your scheduled hours will be identified in the **SCHEDULE DEVIATION** column. Your total hours reported and your total scheduled hours will be identified in the **TOTAL** column. An overage of hours will appear in the **DEVIATION** column for the day(s) overtime and/or comp time is reported.
14.	Review the **REPORTED TIME STATUS** table. Notice that the value in the status column is now **NEEDS APPROVAL**. When your manager/supervisor reviews the time you submit the status will change to either **APPROVED** or **DENIED**.
15.	Click on the **SIGN OUT** link to log out of SSTA.